

# Residential Construction Building Permit Application



## Community Development

# **Residential Building Permit**

## **New Construction**

**Scope.** The provisions of the *International Residential Code for One- and Two-family Dwellings* shall apply to the construction, *alteration*, movement, enlargement, replacement, repair, *equipment*, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and *townhouses* not more than three stories above *grade plane* in height with a separate means of egress and their *accessory structures* not more than three stories above *grade plane* in height.

### **STEP 1: PRELIMINARY REVIEW**

This permit application is designed to help guide you in submitting a complete and accurate application.

The Building Department and Planning Department staff are available to answer questions pertaining to the structures and site development.

The Engineering Department can provide assistance on driveway access, water and sewer utilities, storm drainage plans and erosion control measures which must be implemented prior to any on site land disturbing activity (i.e., clearing, grading, excavation, fill, etc.).

### **STEP 2: PERMIT APPLICATION**

#### **BUILDING PERMIT APPLICATION**

The applicant shall submit this permit application with the following required information: **(Incomplete applications will NOT be accepted and will be returned to the applicant along with a detailed list of missing required documents/plans).**

- Legal Description and parcel number of the property.
- Owner's and Contractor's name, address, telephone number and contractor's state license number and city business license number.
- Applicable square footage of proposed building (unfinished and finished).
- Detailed description of work.
- Size of electrical service (Separate permit through L&I required, call 360/902-6350).
- Complete the Mechanical and Plumbing fixture(s) permit application.
- Provide a soils report \*If required.
- Site plan and building plans as outlined below.
- Complete the provided/attached Washington State energy and ventilation requirement pages.
- Completed lot coverage calculation form (include driveway and sidewalks).

**The applicant will be required to submit the following based upon the type of construction. Please check with City staff for requirements.**

- Fill and Grade Permit. Staff, on a case-by-case basis per IBC Appendix J, shall determine this requirement.
- Right of Way Permit. Utility work in the right of way, a new driveway approach, sidewalks, etc. would require a right of way permit.
- A Utility Application for service must be completed and all pertinent fees paid.

## SITE PLAN

**The applicant shall also submit four (4) copies of an overall plot plan (scale of 20' = 1") on 8 ½ x 11 (minimum) paper showing the following:**

- Show all property dimensions and square footage of lot area.
- Location of all existing and proposed structures showing dimensions of building(s), and other new construction such as decks, driveways, sidewalks, etc.
- Setbacks of the building(s) and other new construction to all property lines.
- Identify all bodies of water (i.e. creeks, Oakland Bay, etc.).
  
- Setbacks of all building(s) to all bodies of water. (If structure is within 200' of a body of water a Shoreline Permit is required (only required for duplex or greater).
- Drainage arrows, which show the way that surface water flows from the new construction, driveway and/or fire access, and how it will be controlled.
- Location of all down spouts and infiltration galleries.
- Location and dimensions of impervious surfaces such as driveways, patios and sidewalks. (If impervious surface exceeds 5000 sq. ft., an engineered design is required.)
- Show all significant topographic features (i.e. existing utilities, buildings, drainage ways, etc.).
- Easements (i.e. utility, access, etc.), all surrounding roadways (i.e. main roads, alleys and side roads).
- Elevation of corners of property
- Finished floor elevations of buildings.
- Area of property that will be cleared and notation of trees over 6" in diameter. If the property is void of trees, so state.
- Location of sewer and water services and indicate whether existing or proposed (i.e. show existing water meter or proposed location).
- Show legal driveway access, dimensions and surfacing of said driveway (with culvert indicate proposed surfacing).
- Show nearest fire hydrant.
- Indicate fire access and surfacing (i.e. structure may be no more than 105' from the nearest fire hydrant). An approved fire access road needs to be within 300'.
- Location of garbage pickup.

**A sample Site Plan and Topographic Site Plan are provided for your information.**

## CONSTRUCTION DRAWINGS

Applicant shall also submit **four (4) scaled plan sets on 11"x17" paper and a PDF** (preferably 1/4" per foot) encouraged to be **prepared by a registered design professional** which must meet or exceed the 2015 International Residential Code minimum standards. \*If the plans prove to be lacking sufficient details required to perform a plan review the Building Official obtains the right to require the plans be prepared by a registered design professional as stated in the 2015 International Residential Code Section R106. Plan sets must include the following:

- Floor framing plan – all floor levels represented.
- Floor plan – uses of rooms noted.
- Roof framing plan – using pre-manufactured trusses?
- Foundation plan details- including full footing and concrete wall details.
- Deck/Porch framing plan including roof framing for covered decks if applicable.
- Building elevations (all sides).
- Direction, size and spacing of all floor, ceiling and roof framing, members, girders, column, posts and beams (including lumber grade and species).
- If the plans cannot meet prescriptive requirements Engineering will be required.
- Location of all walls, partitions, and door sizes.
- Braced wall panels (shear walls) must be detailed, specified and marked on plans.
- Location of all permanently installed equipment such as plumbing fixtures, appliances and woodstoves.
  
- Window sizes marked on plans.
- One typical section through exterior wall showing all details of construction from footings to highest point roof.
- Additional sections and details as necessary to explain fully all non-typical construction items.

## STEP 3: CONSTRUCTION AND PERIODIC INSPECTION

After Step 2 has been completed, and the Building Permit has been issued, construction can begin. During construction, members of the Building, Engineering, Fire and Planning Departments will conduct various inspections. Contact the necessary department at 360/426-9731, to request inspections or if you have any questions.

<p>CALL TWO WORKING DAYS BEFORE YOU DIG 1-800-424-5555 <a href="http://www.callbeforeyoudig.com">www.callbeforeyoudig.com</a> Utilities Underground Location Center</p>
---

## STEP 4: FINAL INSPECTIONS AND CERTIFICATE OF OCCUPANCY

Once the construction is completed, the developer or contractor must contact Community and Economic Development for final inspections (48 hour notice is required) for the Building, Engineering, Fire and Planning Departments. For new construction, once these conditions are met, the Certificate of Occupancy will be issued and the building will be ready for occupancy.

A Certificate of Occupancy is required for all new construction. It is a violation of City ordinance to occupy a building without a Certificate of Occupancy.

### **\*Notice\***

**Per Section 5.04.030 of the Shelton Municipal Code all contractors and sub-contractors, who conduct business within the City limits, are required to have a City of Shelton Business License.**



## RESIDENTIAL BUILDING PERMIT APPLICATION-2015 CODE CYCLE

COMMUNITY DEVELOPMENT  
525 WEST COTA STREET  
SHELTON, WA 98584

PERMIT #

(360) 426-9731

DESCRIPTION OF PROJECT: \_\_\_\_\_

CALL (2) WORKING DAYS BEFORE YOU DIG 1-800-424-5555 [www.callbeforeyoudig.com](http://www.callbeforeyoudig.com) UTILITIES UNDERGROUND LOCATION CENTER

### PARCEL INFORMATION

PARCEL #: \_\_\_\_\_ LEGAL DESCRIPTION: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

### PROJECT INFORMATION

IS THIS PARCEL LOCATED WITHIN THE FLOOD ZONE? YES \_\_\_\_\_ NO \_\_\_\_\_ HISTORIC DISTRICT: YES \_\_\_\_\_ N \_\_\_\_\_

TYPE OF WORK; NEW: \_\_\_\_\_ ADDITION: \_\_\_\_\_ REPAIR: \_\_\_\_\_ ALTERATION: \_\_\_\_\_ DEMOLITION: \_\_\_\_\_

USE OF BUILDING: \_\_\_\_\_

LOCATION OF FIXTURES/UNITS: FIRST FLOOR: \_\_\_\_\_ SECOND FLOOR: \_\_\_\_\_ BASEMENT: \_\_\_\_\_ GARAGE: \_\_\_\_\_

OTHER: \_\_\_\_\_

### OWNER INFORMATION

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

### CONTACT INFORMATION

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

### CONTRACTOR INFORMATION

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

L&I REG. #: \_\_\_\_\_ EXPIRES \_\_\_ / \_\_\_ / \_\_\_ CITY LICENSE # \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_ CONTACT PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ CONTACT PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

**APPLICANT:**

**PLEASE COMPLETE AND ATTACH THE FOLLOWING TO THE APPLICATION:**

Incomplete Applications / Site Plan will not be accepted. If the Application / Site Plan is deemed incomplete it will be returned. Provide drawings, schematics, or permits in a manner easy for City Staff to review and

**( ) Vicinity and location map**

**( ) Site Plan identifying the following**

- ( ) Proposed access location to Public Street**
- ( ) Existing access location to Public Street**
- ( ) Existing adjacent/neighbor accesses to Public Street**
- ( ) Existing location and name of drainage/surface water**
- ( ) Proposed drainage facilities type and location**
- ( ) Contours/topography from the best available source**
- ( ) Existing street names and locations**
- ( ) Proposed street names and locations**
- ( ) Existing City Right Of Way(s)**
- ( ) Existing easement locations**
- ( ) Proposed easement locations**
- ( ) Existing water, sewer (size, type)**
- ( ) Proposed water, sewer (size, type)**
- ( ) Proposed solid waste pick up**

**( ) Written estimate of trips to and from the site daily for the proposed use. Specifically list trucks and other traffic.**

**( ) Written estimate of square footage area for the footprint of non-residential buildings**

**( ) Written estimate of proposed cut & fill quantities in cubic yards**

**Is this project within the City limits? ( ) Yes ( ) No UGA? ( ) Yes ( ) No**



# Lot Coverage Calculations

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Square feet of living space:

1<sup>st</sup> Floor: \_\_\_\_\_

2<sup>nd</sup> Floor: \_\_\_\_\_

Total SF: \_\_\_\_\_

Garage: \_\_\_\_\_

Total SF of Roof: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Square Feet

SF of driveway, walk, patio: \_\_\_\_\_

SF 1<sup>st</sup> Floor and garage: \_\_\_\_\_

Total SF Impervious Surface: \_\_\_\_\_

% Coverage:

Building: \_\_\_\_\_

Site: \_\_\_\_\_



## EGRESS WINDOW

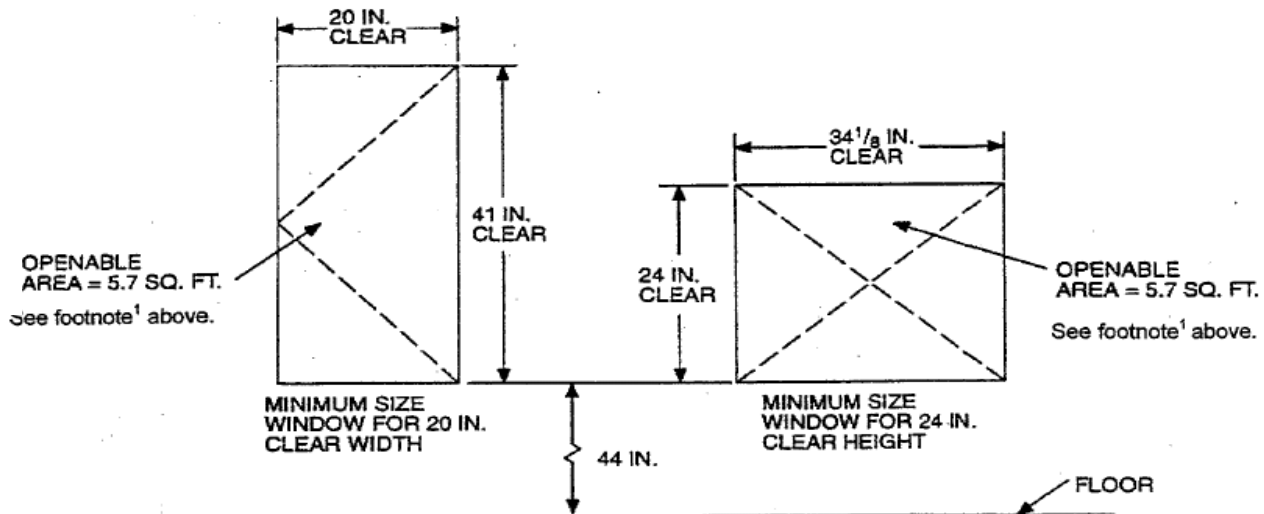
All sleeping rooms and basements with habitable space shall have at least one operable emergency escape or rescue opening. Emergency escape and rescue windows shall be operational from the inside of the room without use of keys or tools.

- Minimum openable area: 5.7 square feet<sup>1</sup>
  - Minimum width net clearance: 20"
  - Minimum height net clearance: 24"
- Maximum 44" off finished floor.

<sup>1</sup> A net clear opening of 5 square feet is allowed when window is located such that the sill height of the opening is not more than 44" above or below the finished ground level adjacent to the opening.

Below are recommendations received from manufacturers. Be sure to check with your window manufacturer to make sure windows in rooms that require emergency escape or rescue openings will comply to current code requirements.

Window Type	Milgard	Jeld Wen	Certainteed	Insulate
Horizontal Slider	48" x 42" or 60" x 36"	48" x 48" or 60" X 36"	48" x 48" or 60" x 36"	48" x 44" or 60" x 36"
Single Hung	36" x 60" or 30" x 72"	36" x 60" or 30" X 72"	36" x 60" or 30" x 72"	36" x 60" or 30" x 72"
	Vent bar placed to provide required egress dimensions			
Casement	30" x 48" or 36" x 42"	28" x 48" Or 36" x 36"	30" x 42" or 36" x 48"	30" x 48" or 36" x 42"
	Window may require egress hinges			



## **Filling and Grading, Sediment and Erosion Control Permit Application**

International Building Code (IBC) Appendix J and Shelton Municipal Code (SMC) Title 13 have been adopted by the City of Shelton to establish:

- Regulations to control clearing, excavation, grading, and earthwork construction, including fills and embankments;
- The administrative procedures for issuing permits and fees;
- Provisions for approval of plans and inspection of this work.

Permits for grading are required if soil is moved within the City of Shelton, except as specified in Appendix J of the IBC. Additional requirements may apply within those environmentally sensitive or critical areas as identified in SMC Title 21. Erosion control plans are also required for all vegetation clearing and all grading regardless of the quantity of soil being moved.

Prior to a grading permit being issued, the applicant may be required to complete and file an environmental checklist, receive a determination of non significance (DNS) and complete the appeal period for grading, filling or excavation in critical areas as required by WAC 197-11-800. A checklist must be filed, a SEPA process completed, and the appeal period completed whenever 100 cubic yards or more of soil is moved at any location.

When a grading permit or erosion control plan is required, plans and specifications must be submitted for review which show the proposed work, state how the work is to be accomplished, and the standards of acceptance and testing. Each review of grading and/or erosion control plans may take two to six weeks.

The information listed in the checklist provided with the application for grading, excavation and the erosion control permit must be provided in order for the submitted plans to be reviewed. Only those items applicable to the particular project need to be provided in the plans and specifications submitted for a grading, excavation and erosion control permit.

# Public Works Utilities and Storm water Requirements

**A Utility Application is required in order for the resident to receive City water and sewer service. These are available when building/plumbing permits are completed and submitted, please ask staff.**

The applicant will completed and sign the Utility Application form and submit it along with the application fees. Incomplete applications will not be accepted and will be returned to the applicant.

## **Water Service**

City utility staff will complete an estimate for connection. The usual water meter connection size for each single-family dwelling unit is  $\frac{3}{4}$  inch. If you have questions regarding size or number of meters required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards.

Typically the estimate is returned to the permit technician and returned for payment with the building/plumbing permits. Once the estimate is paid, City staff will tap the main and install a water meter at the property line. After all work has been completed, the actual costs will be calculated and you will be billed for any additional costs. The applicant installs the water line from the meter to the structure.

## **Sewer Service**

Unless the City indicates otherwise in the estimate, the property owner is responsible to hire a **licensed and bonded** contractor to make the tap under the City's inspection. Please check with L&I as to the current license status of your contractor.

The usual sewer connection size for each single-family dwelling unit is 4 inches. If you have questions regarding construction requirements, type of pipe, size of pipe, or number of connections required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards. Also note that this work will require a **Right of Way permit**.

## **Construction and Inspection**

For construction requirements, please consult with City staff, Shelton Municipal Code, and the currently adopted Public Works Design and Constructions Standards.

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-424-5555

[www.callbeforeyoudig.com](http://www.callbeforeyoudig.com)

Utilities Underground Location Center

Once the construction is completed, the developer or contractor must contact the City of Shelton at (360) 426-9731 for final inspections (**48 hour notice is required**). Please note that due to staff availability days of inspection may be limited, your understanding appreciated.

## **Storm water Management**

All construction will be required to submit an abbreviated drainage plan, which includes a Small Parcel Erosion & Sediment Control Plan. This information should be included on the site plan drawing submitted. Please consult with staff, Shelton Municipal Code, the Public Works Design and Constructions Standards (TESC).